



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES  
MEETING AT KELBURN NORMAL SCHOOL  
6.30 P.M MONDAY 1 JULY 2019**

**TRUSTEES PRESENT:**

Nickie van der Beek (Chair), Andrea Keenan, Fiona McLean, Justin Gray, John Sneyd, Chris Bishop, Andrew Bird (Principal),

**OTHERS PRESENT:**

Prue Kyle, Limited Statutory Manager (LSM), Loraine Best (Secretary)

**1. Apologies**

Kayleigh Peach

**2. Minutes of February 17 June**

Nickie moved that the minutes of the last meeting (17 June 2019) be accepted as a true and accurate record of the meeting. All agreed

**Action Points**

01/19 - completed

02/19 - completed

03/19 - underway

04/19 - underway

05/19 - Nickie will share a draft communication by email with the Board before the next meeting.

06/19 - completed

07/19 - completed

08/19 - underway

09/19 - completed

The approved minutes are to be published on the website. Nickie will prepare a summary of this evening's meeting, to be included in the newsletter.

**3. Principal Report**

**Finance Review**

The Finance Review paper informs the new Board of Trustees of how Kelburn Normal School is positioned financially at 1 July 2019.

The Principal recommended that the Board note the content of this report.

The Principal recommended to the LSM that the Board should either increase income, or reduce expenditure in 2019.

The Principal recommended to the LSM that for the Board / School to proceed financially, and indeed acquire future assets there needs to be a review and reforecast of the 2019 financial year.

The Board discussed the need to develop a strategic investment plan to align with the strategic plan. Other revenue stream opportunities should also be considered.

The Board requested that Andrew amend the date of the finance papers to 1 July 2019 and to make some minor adjustments to some of the terminology.

#### 4. **Budget Paper**

The Budget paper informs the Kelburn Normal School Board of Trustees on the details of the financial re-forecast requested recently by the Board for the meeting of 1 July 2019.

The budget presented to the Board was reviewed at a meeting attended by Andrew, Campbell Waugh (accountant), Prue (LSM), Nickie (Chair), Loraine (Exec Officer). The Budget was agreed by this group with the following recommendations to go to the Board.

Nickie moved that the Board/LSM approve:

1. The reforecasted Budget presented at the 1 July meeting.
2. The reinstatement of parent donations for the 2019 year at \$380 per child.
3. The reinstatement of activity donations on the actuals incurred for the entire 2019 year.
4. The development of a communication to the community around the details and changes to the 2019 Budget.

All agreed.

#### **Communication on the budget reforecast**

Nickie will prepare a communication on the budget reforecast and share it with the Board for their review. The communication will be sent out from the BoT/LSM and Principal.

#### 5. **Term Dates 2020 Paper for July 2019**

In consultation with the cluster of schools around us and the Kāhui Ako the suggested 2020 term dates are.

Term 1 – Monday 3 February to Thursday 9 April	(96 half days)
Term 2 – Tuesday 28 April to Friday 3 July	(94 half days)
Term 3 – Monday 20 July to Friday 25 September	(100 half days)
Term 4 – Monday 12 October to Wednesday 17 December	(96 half days)

Teacher only day on the Friday of Queen's Birthday - Friday 29 May

Nickie moved that the Board approve the above term dates, all agreed.

#### 6. **Out of Zone Enrolments paper for July 2019**

The Board approved the following Out of Zone placements for Term 3 2019

- 5 places in year 1
- 5 places in year 2
- 6 places in year 3
- 2 places in year 4
- 2 places in year 5
- 5 places in year 6
- 2 places in year 7
- 2 places in year 8

The Board recommended the school use facebook alerts to advertise the out of zone places.

Andrew Bird left the meeting at 7.30 pm

#### 7. **General Business**

##### **Code of Conduct**

The Board discussed the revised Code of Conduct. Nickie will redraft the Code to incorporate the Board's feedback and circulate it by email for Board approval.

##### **Conflict of Interests Register**

The Board were reminded to update the conflict of interests register.

##### **Schedule of Delegations**

The Schedule of Delegations will be shared with the Board once finalised.

Prue Kyle left the meeting at 7.45 pm.

**Inward/Outward mail**

The Board noted the inward/outward mail.

The Board noted the generous donations received from Mr John Lekner in appreciation of the music programme at KNS. Andrew will pass on Mr Lekner's kind remarks to the staff involved.

The meeting concluded at 7.50 pm

The next meeting will be on Monday 5 August at 6.30 pm.

Signed as a true and correct record .....

Dated .....

<b>Number</b>	<b>Action Point</b>	<b>Responsibility</b>	<b>Date for Completion</b>
01 June 19	The Board requested that Andrew and Prue combine the Code of Conduct and protocol document. Prue and Andrew will circulate the redrafted Code of Conduct for Board signature by email.	LSM/Andrew	Underway
03 June 19	Lorraine and Kayleigh are to review Trustee access rights to the google Board folders and will share the google site as a live website.	Lorraine/Kayleigh	Underway
04 June 19	The Board will send out a parent communication with the strategic plan drafted by the Principal and Chair and shared with the Board.	Nickie/Andrew/ Prue	Completed on 21 June 19
05 June 19	The Board will develop a communication plan on strategic planning and generic communications.	Nickie/ Trustees	
08 June 19	Andrew is developing a delegation list for Board consideration which clarifies delegated financial and personnel responsibilities.	Andrew	In progress
01 July 19	LSM scoping report to be forwarded to Board once completed	Prue	
02 July 19	Letter requesting donations to be circulated to the Board	Nickie/Andrew	